Instructions For Requesting Access To Citrix Published Applications

New Request (if this is your first request for access to a Citrix published application)

1. Log onto IdMAX (https://idmax.nasa.gov). The User ID and Password are the same as iView or click on "instructions for obtaining an account" if you are a first-time user.
2. Click on "Request New Application Account."
3. **USER** tab – Your user data is automatically filled in, but you may search for another user if this request is for someone else.
4. **REQUESTER** tab – Your user data is automatically filled in, but you may search for another requester if this was requested by someone else.
5. **SPONSOR** tab – This should be your supervisor or manager (never yourself).
6. **APPLICATIONS** tab – Search for "Citrix" (center = AGCY).
7. **Click "CONTINUE"**
8. Enter a detailed reason you need the account under "Justification."
9. Enter the name of the Citrix published application that you require access to (i.e. e-OPF) in the "Special Instructions" field.
10. **Click "SUBMIT"**

Modify Request (if you already have access to at least one Citrix published application and wish to add an additional Citrix published application)

1. Log onto IdMAX (https://idmax.nasa.gov). The User ID and Password are the same as iView or click on "instructions for obtaining an account" if you are a first-time user.
2. Click on "Modify Application Account."
3. **USER** tab – Your user data is automatically filled in, but you may search for another user if this request is for someone else.
4. **REQUESTER** tab – Your user data is automatically filled in, but you may search for another requester if this was requested by someone else.
5. **SPONSOR** tab – This should be your supervisor or manager (never yourself).
6. Scroll down to "Application Name" and click the radio button next to "IEM01600 - IEMP Citrix."
7. **Click "CONTINUE"**
8. Enter a detailed reason you need the account under "Justification."
9. Enter the name of the Citrix published application that you require access to (i.e. e-OPF) in the "Special Instructions" field.
10. **Click "SUBMIT"**

To check the status of your request
Click on the "**NAMS Request Status Viewer**" link found under Main Menu/User Tools at https://nams.nasa.gov. This will also give you a list of Associate AAOs who may assist you with problems/questions regarding your request.

If you would like more detailed instructions
Please go to NAMS training in SATERN (https://satern.nasa.gov).